

TUPELO PUBLIC SCHOOL DISTRICT
PURCHASING DEPARTMENT
BD2100 – Contractual Cleaning – Tupelo High School

TO: Bidder
FROM: Kaci Cates, kacates@tupeloschools.com
Tupelo Schools Purchasing Department
RE: BD2100
DATE: June 26, 2020

There is a **MANDATORY** walk through scheduled for July 9, 2020 from 1:00 to 3:00; you must attend in order to submit a proposal to be considered for the contractual cleaning service at THS.

Sealed bids must arrive by 10:00 A.M. on Thursday, July 16, 2020:

MAILING ADDRESS:

Mrs. Kaci Cates
Tupelo Public School District
PO Box 557
Tupelo, MS 38802

DELIVERY ADDRESS:

Mrs. Kaci Cates
Tupelo Public School District
445 N Church St.
Tupelo, MS 38804

ELECTRONICALLY:

www.tpsdbids.com

Detailed specifications and proposal requirements are attached. Failure to provide documentation could cause the bid to be disqualified. The Tupelo Public School District shall make the final determination of “meeting specifications” in awarding this bid. All pages are required and must be signed with the following information on the sealed envelope:

“BD2100 Contractual Cleaning - THS
Name of Company Bidding
DUE July 16, 2020 10:00 A.M.

We reserve the right to reject any or all bids submitted. Bids will be awarded as lowest and best bid as found to be in the best interest of Tupelo Public School District. The District reserves the right to waive bid informalities, as it deems appropriate.

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____

Print Name: _____

Signature: _____ Tax ID #: _____

Telephone #: _____ Fax #: _____

Email Address: _____

TOTAL CONTRACTUAL PRICE \$ _____

If further information is needed on the bid specifications, please contact:

Ryan Curry, THS Maint. Supervisor OR Charles Laney, Operations Director
rwcurry@tupeloschools.com claney@tupeloschools.com

SERVICE AGREEMENT

AGREEMENT dated, by and between Tupelo Public School District (hereinafter referred to as 'Customer') and (hereinafter referred to as).

RECITALS

Based upon its extensive experience in the field, is prepared to and desires to provide certain services to Customer as set forth herein.

Customer desires to contract with for the performance of these services to be performed on Customer's premises.

NOW, THEREFORE, in consideration of mutual promises and understandings forth below, the parties hereto agree as follows:

GENERAL AGREEMENT

1. Services to be Provided: Low bidder will provide services (hereinafter referred (to as "Services") for Customer according to the specifications set forth in Attachment A at Customer's facilities specified below ("Facility"):

Tupelo High School, 4125 Golden Wave Drive, Tupelo, MS 38801

In performing such Services, bidder will do the following:

- A. Furnish a management team to ensure the Services are accomplished in accordance with the terms and conditions set forth herein.
- B. Furnish, train, manage and direct all employees in the performance of Services deemed appropriate by Customer.
- C. Provide additional services (non-repetitive in nature) similar to, but not included in, the Services from time to time as agreed by the parties ("Additional Services").

2. Costs to be paid by bidder: The following costs will be paid by bidder:

- A. All wages and salaries, including regular pay and, to the extent applicable, vacation pay, sick pay, bereavement pay and legal holiday pay for company working at Facility.
- B. The cost of social security taxes, Mississippi and Federal unemployment insurance premiums, general liability and umbrella insurance premiums, and workers' compensation premiums, and, to the extent applicable, medical, life, and dental insurance premiums (if any), other applicable fringe benefits, related administrative costs and payroll based Federal, Mississippi and local taxes payable on behalf of employees working at Facility. Employer shall

indemnify and hold harmless Customer from any claim for payment of such items relating to wages and/or salaries paid by employer under this Agreement.

- C. The cost of manuals, forms, training aids, Office supplies, and long-distance telephone calls needed in performing the Services.
- D. The cost of bidders supporting operations management, human resources, accounting, legal, training and development and general administrative functions.
- 1. The cost of purchasing and/or leasing supplementary janitorial equipment.
- 2. The cost of any pre-employment testing for bidder employees as required by Customer policies and procedures in effect as of the date of this Agreement and applicable law.

3. Costs to be paid by Customer: The following costs will be paid by Customer:

- A. The costs of utilities and electric power used by bidder to accomplish the Services.
- B. The provision of a suitable office, office furnishings and equipment storage space at Customer's facility.
- C. The cost of all waste removal and disposal from Customer's facility. The cost of waste containers, cans, bailers, shredders, recycle containers and vacated receptacles used to temporarily store or process waste at Customer's facility.
- D. The cost of copier use, internal Customer main use, local telephone service and internal Customer telephone service.
- E. Cost of all janitorial cleaning supplies
- F. The cost of all restroom and other supplies (including paper, plastic, and other miscellaneous consumables)

4. Term and Termination of Agreement:

- A. Initial Term: The term of this Agreement shall commence on July 28, 2020 and shall continue until June 30, 2021 ("Initial Term"). Thereafter, this Agreement will automatically renew on an annual basis for five, one year terms unless either party provides written notice at least thirty (30) days prior to the expiration date of the initial Term or any Renewal Term, as the case may be, to the other party of its election not to renew the Agreement.

- B. Termination for Unsatisfactory Service: If, in the sole reasonable opinion of Customer, bidder is not performing the Services in accordance with the requirements of this Agreement, and Customer desires to terminate this Agreement, Customer must give bidder thirty (30) days written notice of its intention to terminate this Agreement if such service deficiencies are not corrected within that time (the "Cure Period"), which notice shall specify the service areas in question. On or before the end of the thirty (30) day Cure Period, Customer shall reasonably determine that either (i) the service deficiencies have been corrected, in which case the Agreement will continue in full force and effect subsequent to the Cure Period, or (ii) the service deficiencies have not been corrected, in which event Customer may, by further written notice, terminate this Agreement thirty (30) days from the end of the Cure Period. In the event that Customer does not act pursuant to either (i) or (ii) above, the service deficiencies shall be deemed corrected and the Agreement shall continue in full force and effect thereafter.
- C. Termination for Material Change in Financial Condition: In the event a petition in bankruptcy is filed by or against either party which is not dismissed within 30 days thereafter, or if either party shall be adjudicated as bankrupt or insolvent, or shall file any petition or answer seeking any reorganization, composition, readjustment, liquidation or similar relief under any present or future statutes, law or regulation, or shall seek or consent to or acquiesce in the appointment of any trustee, or shall make any general assignment for the benefit of creditors, or shall admit in writing its inability to pay its debts generally as they become due, then the other party may immediately terminate this Agreement in whole or in part.
- D. Termination for Convenience: Either party may, without cause and for any reason, terminate this Agreement at any time upon giving sixty (60) days written notice to the other party.
- E. Equipment: In the event of termination of this Agreement by either party for any reason, Customer shall purchase all janitorial equipment and computer hardware owned by bidder and located at Customer's Facility and used to provide the Services at Customer's Facility under this Agreement, at Book Value, defined as the purchase price plus sales tax and freight charges, depreciated on a straight-line basis over three (3) years for vacuum cleaners and over five (5) years for all other janitorial and computer equipment.

5. Insurance:

A. Insurance to be carried by bidder: Bidder shall procure and maintain during the term of this Agreement, at bidder's sole expense, the following insurance:

i. Worker's Compensation and Employer's Liability Insurance covering obligations imposed by federal and state statutes with jurisdiction over bidder's employees, and otherwise having limits of \$1,000,000,000.

ii. Property Insurance: Bidder's equipment and other personal property now or hereafter located on Customer's Facility against "All Risk" of Loss within an amount at least equal to replacement value. "All Risk" shall mean at a minimum coverage for Special Causes of Loss perils.

iii. Commercial General Liability Insurance providing coverage for bidder's operations with minimum limits of liability shown below:

Limits:		
Each Occurrence		\$1,000,000
General Aggregate:		\$2,000,000
Products-Completed	Operations	\$1,000,000
Aggregate		\$1,000,000
Personal and Advertising Injury		\$1,000,000
Automobile Liability		

iv. Umbrella Liability Insurance providing excess coverage over the underlying Commercial General Liability, Automobile Liability and Employers Liability policies with a limit of at least \$10,000,000 per occurrence/aggregate.

v. Employee Theft: Coverage: for the acts of bidder's employees with limits of at least \$500,000.

Bidder shall furnish a Certificate of Insurance to Customer clearly evidencing the above coverage.

B. Waiver of Rights of Recovery and Waiver of Rights of Subrogation: Customer and bidder waive all rights of recovery against the other for loss or damage to the extent covered by any insurance maintained by Customer or bidder. Customer and bidder further waive all rights of subrogation for loss or damage covered by any insurance maintained by Customer or bidder. If any of the policies of insurance required under this Agreement require an endorsement to provide for the waiver of subrogation set forth above, then Customer and bidder as the case may be, shall cause them to be so endorsed.

C. Indemnification: Bidder agrees to indemnify, hold harmless and defend Customer, its officers, employees, and directors from and against any and all liability for loss, damage or expense for which Customer may be held liable by reason of injury (including death) to any

person or damage to any property which arises or results from bidder's negligent or intentional acts or omissions arising out of or connected with the Services, except to the extent due to any act or omission of Customer or any of its employees, subcontractors or agents. Indemnity for any third party claim must promptly notify bidder after becoming aware of any such claim in order to be indemnified for such claim.

D: Force Ma juere:: Neither party shall be liable for the failure to perform their respective obligations under this Agreement when such failure is caused by fire, explosion, water, act of God or unavoidable accident, civil disorder or disturbance, strikes, vandalism, war, riot, sabotage, weather or energy related closings, governmental rules or regulations, or like causes beyond the reasonable control and without the fault or negligence of such party, or for real or personal property destroyed or damaged due to such causes.

7. Ancillary Commitments and Responsibilities:

A. Joint Review Committee A Joint Review Committee shall be formed and comprised of at least three (3) persons from Customer and three (3) persons from bidder, The purpose of the Committee will be to review the performance by bidder of the Services and facilitate regular communication between Customer and bidder regarding the Services, This Committee shall hold its first meeting not later than thirty (30) days from the commencement of this Agreement and thereafter shall have regular quarterly meetings.

B. Confidential and Proprietary Information: Customer may provide bidder and its employees/agents with access to proprietary and confidential business, financial and technical information (hereinafter 'Confidential Information') as deemed reasonably necessary by Customer for bidder to carry out its obligations under this Agreement. Bidder agrees, on behalf of its officers, agents, directors and employees, to hold in strictest confidence all such Confidential Information that is provided by Customer or that bidder becomes aware of as a result of the Services provided under this Agreement. bidder further agrees that any and all Confidential Information provided to bidder by Customer under this Agreement, as well as any documents or data prepared by bidder which reflect such Confidential Information, shall remain the sole property of Customer and cannot be used by bidder for any activity outside of this Agreement, except with the express written consent of Customer. Bidder further agrees that it shall not disclose, transfer, self-publish or otherwise make to any other person or entity any such Confidential Information without the prior written consent of Customer, except as required by law.

C. Independent Contractor: The parties agree that in all aspects their relationship will be that of an independent contractor, and that neither party will act or represent that it is acting as an agent or incur any obligation on the part of the other party.

D. Employment Commitment: Bidder and Customer agree that at no time during the term of this Agreement, and for a period of one (1) year immediately following the termination or expiration of this Agreement, will either in any way directly or indirectly, for themselves or on behalf of, or in conjunction with any other person, firm, partnership, corporation or

association, approach, solicit, hire, employ or take away any of the other's management personnel, or otherwise interfere with the contractual relationship or employment of the other's management personnel. Non Discrimination: Bidder agrees that it is an equal opportunity employer and it shall not discriminate against any of its employees or applicants for employment on the basis of race, color, creed, sex, national origin, age or any other protected factor.

8. Miscellaneous Provisions:

- A. **Severability:** If any provision of this Agreement is held invalid for any reason, the other provisions of this Agreement will remain in effect, insofar as consistent with law.
- B. **Interpretation and Applicable Law:** This Agreement has been negotiated at arm's length between the parties hereto, both of which are sophisticated and knowledgeable in the matters dealt with in this Agreement. This Agreement shall be subject to, and enforceable under, the laws of the State of Mississippi, and any dispute arising out of this Agreement shall be submitted to a court of competent jurisdiction in such State, bidder and Customer agree that attorney's fees and Costs shall be awarded to the prevailing party in any dispute arising out of this Agreement.
- C. **Binding:** This Agreement shall inure to and bind all parties, their successors, assigns, agents or representatives.
- D. **Waiver:**
 - 1. **No Waiver in Failure to Exercise Right:** No failure to exercise and no delay in exercising any right, power or privilege under this Agreement will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege under this Agreement preclude any further exercise of the same or any other right, power or privilege hereunder.
 - 2. **No Oral Waiver:** No oral waiver of any provision of this Agreement shall be effective unless made in writing and signed by the party to be bound.
- E. **Authorization:** Bidder and Customer represent and warrant that each has full corporate power to make, execute and deliver this Agreement; and neither the execution nor delivery of this Agreement nor the consummation of any transaction contemplated hereby has constituted or resulted in, or will constitute or result in, a default or violation of any term or provision of any document or instrument to which bidder or Customer is a party or by which their respective assets are bound,
- F. **Entire Agreement:** This Agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated or referred to herein, This Agreement may not be modified except by an instrument in writing signed by both parties. This Agreement may not be assigned by either party without the written consent of the

other party. Consent to an assignment to a wholly owned subsidiary or affiliate of the assignor shall not be unreasonably withheld.

9. Payments to bidder by Customer: In consideration of bidder performance of its obligations under this Agreement, Customer make payments to bidder as described below:

A. Contract Price: The contract price for the first year and for each subsequent year of the Initial Term shall be:

Invoice will be billed at the end of the month after services have been rendered.

10. Headings: The headings of the sections or Sections herein are for convenience only and shall not restrict or affect the meaning or application of any provision.

11. Notices: All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or if sent by courier, registered or certified mail, return receipt requested, properly addressed and postage prepaid, or by overnight mail by a reputable carrier, and addressed as follows:

TO:

TO Customer: Tupelo Public School
 District PO Box 557
 Tupelo, MS 38802
 Attention: Superintendent

Or at any other address as may be given by either party to the other by notice in writing pursuant to the provisions of this Section.

12. Execution of Contract: The parties to this Agreement have executed this Agreement as of the day and year first written above.

Bidder:

By _____

Title _____

Date _____

Tupelo Public School District

By: _____

Title _____

Date _____

ATTACHMENT A

Schedule for Services

- A. Bidder will provide the Services to Customer in the frequency described in Attachment A.
- B. Bidder will observe the same holiday, vacation and closure schedule as the Customer, but (here will be no reduction in the Contract Price as a result of such observance
- C. The scheduling for Additional Services and/or special services will be agreed to as they are identified.

DAY PORTER JOB DESCRIPTIONS

JOB GOAL: To contribute to the efficient operation of the school by performing custodial duties along with requests from building staff.

PERFORMANCE RESPONSIBILITIES:

1. .Open building and check for maintenance issues
2. Respond to request by Principal (s) and teachers, Director of Operations
3. Police entrance areas and spot clean door glass
4. Clean up cafeteria daily after breakfast and lunch
5. Dust mop hall after class breaks as needed
6. Monitor all restrooms after each class break-mop floor, spot clean sinks, vanities, countertops, mirrors, floors and walls. pick up paper and flush commodes and urinals, and take out trash
7. Pick up trash outside of building at least two-three (2-3) times per day
8. Change light bulbs and tubes as needed
9. Clean and mop any accident that may occur during the day
10. Clean electrical rooms and storage closets as needed
11. Sweep entranceways - to include snow removal from entrances and sidewalks

CLEANING SCHEDULE

CLASSROOMS

Daily

- Empty wastebaskets
- Spot Clean desk tops (removal of graffiti)
- Clean and sanitize counters and sinks
- Dust mop all composition floors
- Spot mop composition floors with all-purpose cleaner
- Vacuum all carpet
- Spot clean carpet as needed
- Vacuum walk-off mats
- Secure any exterior doors and windows and turn off lights before leaving room

Weekly

- Replace all plastic trash liners in waste receptacles or more frequently if needed
- Low dust all horizontal surfaces to hand height (60) including desks, chairs and tables
- Damp clean baseboards • Sweep baseboards
- Damp clean window ledges
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- Spot clean all door glass
- Vacuum chalk rails and/or damp wipe
- Mop composition floors

Monthly

High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. Custodial personnel will clean and service areas only reachable with a ladder, no higher than an eight feet.

Remove dust and cobwebs from ceiling areas

Dust blinds

Semi-Annually

Clean windows in upper tower on interior/exterior

Clean entire surface of student's desks and chairs

Clean carpet to remove all stains, spills and soiled spots

Annually

Refinish all floors

CAFETERIA AREAS

Daily (five days per week)

Spot clean interior glass to hand height (70") after school hours

Remove trash from cafeteria area

Clean during lunch periods (wipe down tables, empty trash, and clean up spills)

Sweep and mop

Semi-Annually

Refinish all composition floors

High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. Custodial personnel will clean and service areas only reachable with a ladder no higher than an eight feet.

Remove dust and cobwebs from ceiling areas

OFFICES

(ADMINISTRATION)

Daily (five days per week)

Empty wastebaskets and replace liners

Dust furniture, including desks, chairs, tables, lamps, etc.

Dust interior window ledges

Dust telephones

Spot clean all windows and glass partitions to hand height

Spot clean desk tops

Dust mop all composition floors (with chemically treated dust mop)

Spot mop composition floors with all purpose cleaners

Vacuum carpet

Spot clean carpet to remove all stains, spills and soiled spots

Vacuum walk-off mats

Remove fingerprints from doors, frames, light switches, kick plates, handles and

Weekly

Low dust all horizontal surfaces to hand height (70")

Damp clean baseboards

Damp clean window ledges

Spray buff composition floors

Monthly

High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. Custodial personnel will clean and service areas only reachable with a ladder no higher than an eight feet

Remove dust and cobwebs from ceiling areas

Dust blinds

Annually

Refinish all floors

TEACHER WORK AREA AND DUPLICATION ROOMS

Deity (five days per week)

Empty wastebaskets and replace liners

Dust furniture, including desks, chairs, tables, lamps, etc.

Dust interior window ledges

Dust telephones

Spot clean all windows and glass partitions to hand height

Damp clean counter tops

Damp clean vending machines

Dust mop all composition floors (with chemically treated dust mop)

Spot mop composition floors with all purpose cleaners

Vacuum carpet

Spot clean carpet to remove all stains, spills, and soiled spots

Vacuum walk-off mats

Remove fingerprints from doors* frames, light switches, kick plates, handles and railings

Weekly

Low dust all horizontal surfaces to hand height (70)

Damp clean baseboards

Monthly

High dust above hand height (60') horizontal surfaces, including shelves, pipes, moldings, etc.

Custodial personnel will clean and service areas only reachable with a ladder no higher than an eight feet,

Remove dust and cobwebs from ceiling areas

Annually

Damp clean all washable furniture

Clean carpet to remove all stains, spills and soiled spots

Refinish all floors

LIBRARY

Daily (five days per
week)

Empty wastebaskets and replace liners

Dust furniture, including desks, chairs, tables, lamps, etc.

Dust interior window ledges

Spot clean all window glass and glass partitions to hand height

Spot clean desk tops

Dust mop all composition floors with chemically treated dust mop

Spot mop composition floors with all-purpose cleaner

Vacuum carpet

Spot clean carpet to remove all stains, spills and soiled spots

Vacuum walk-off mats

Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings

Weekly

Replace all plastic liners in waste receptacles

Low dust horizontal surfaces to hand height

Dust all book shelves (books to remain in place)

Damp clean baseboards

Damp clean window ledges

Monthly

High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. Custodial personnel will clean and service areas only reachable with a ladder no higher than eight feet.

Remove dust and cobwebs from ceiling areas

Annually

Refinish all floors

COMMON AREAS (LOBBIES/CORRIDORS/STAIRS/ELEVATORS)

Daily (five days per week)

Spot clean interior glass partitions and doors

Clean and sanitize water fountains

Dust interior window ledges

Dust mop composition floors

Spot mop composition floors with all-purpose cleaner

Vacuum carpet

Spot clean carpet to remove all stains, spills and soiled spots

Vacuum walk-off mats

Clean under entrance mats daily, inside and out

Sweep underneath stairs

Burnish all composition floors (3 days per week or as needed)

Weekly

- Damp clean baseboards
- Damp clean window ledges
- Dust furniture and fixtures

Monthly

- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. Custodial personnel will clean and service areas only reachable with a ladder no higher than an eight feet.
- Remove dust and cobwebs from ceiling areas
- Clean alt hall walls (more often if needed)

Semi-Annually

- Refinish all composition floors
- Clean carpet to remove all stains, spills, and soiled spots

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RESTROOMS/DRESSING ROOMS

- Check restrooms throughout the school day
- Empty wastebaskets/dispensers and replace liners
- Clean* sanitize, and polish all vitreous fixtures including toilet bowls, urinals and hand basins
- Clean and polish chromic fittings
- Clean and sanitize toilet seats
- Clean and polish glass and mirrors
- Wash and sanitize exterior of containers
- Remove spots, stains and splashes from wall area and counter tops

Clean metal partitions

Sweep floors

Mop floors with germicidal disinfectant at least daily and as often as needed

Fill expendable supplies in restroom dispensers

Wash and sanitize metal partitions

Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.

Weekly

Low dust horizontal surfaces to hand height

Damp clean baseboards

Clean wall thoroughly with cleaning and sanitizing solution

Wash and sanitize interior of wastebaskets

Monthly

High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc. Custodial personnel will clean and service areas only reachable with a ladder no higher than an eight feet.

Remove dust and cobwebs from ceiling areas

Machine scrub floors with germicidal disinfectant

Clean windows

MULTI-PURPOSE/GYMNASIUM/ DOME GYMNASIUM

Daily

(Five days per week)

Empty wastebaskets

Remove fingerprints from doors, frames, light switches, kick plates, push plates, hand
ICS, railings, etc.

Dust mop floors with chemically treated mop per manufacturer's specifications or
vacuum all carpeted areas

Spot mop composition floors

Spot clean carpeted areas and remove any stains, spills or soiled spots

Weekly

Replace all plastic can liners in waste receptacles Low dust horizontal surfaces to hand
height (70")

Sweep baseboards

Clean bleachers, remove all trash, sweep, mop and clean floor underneath

Monthly

High dust above hand height (600 horizontal surfaces, including shelves, pipes,
moldings, etc. Custodial personnel will clean and service areas only reachable with a
ladder no higher than an eight feet,

Remove dust and cobwebs from ceiling areas

*Note: Scrub composition floors as needed

Special Events During Regular Cleaning Operation Hours (Ballgames, Plays, Concerts, PTA
Meetings, Board meetings, etc.)

Check and maintain clean restrooms, halls, lobbies, etc.

GROUND MAINTENANCE (INCLUDING ALL LAWNS, ALL SPORTS FIELDS, ALL
PLAYGROUNDS, ALL LOADING
DOCKS)

Remove trash and debris from grounds

Empty trash containers

Sweep entrances, walkways, steps and curbs

Remove any graffiti from outside walls and sidewalks

Maintain clean restrooms, common areas, trash cans and area around concession stands

MISCELLANEOUS

Management of Energy Consumption

Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room

Cleaning personnel are not to change or override established heating and cooling temperatures in schools

Notification of needed repairs

Cleaning personnel and/or supervisor to advise Maintenance Manager of all needed repairs at the end of each day or sooner if appropriate

Securing Buildings

Day custodian will unlock building(s) each day. Cleaning supervisor or a designated cleaning employee will secure building(s) at the end of the day

SUMMER CLEANING SCHEDULE

Normal cleaning procedures may include the following:

- 3 people moving furniture and doing wipe downs (cleaning). These people would start and stay well ahead of the floor crew.
- 3 people doing the floor care work. First, do the edgework. Slop the edge only with your cleaning solution and everyone works the edges with doodlebugs and scrapers. After edges, slop the rest of the work area and work your way out of the room. One man on the machine. One man on the wet vac and one man on the rinse mop. The man doing the wet vac may also do the slopping.
- 1 person doing the finishing. Dust mop first. Look for blemishes. Lay the finish, this person will be working well behind the floor crew. Air conditioning is not always working in the summer, which can cause drying concerns. Be sure to plan and allow for the added drying time if the HVAC is not on and the humidity is running high. Do not put additional coats of finish on a floor that is not completely

Notes of interest:

- Always have wet floor signs visible when doing floor work.
- Remember that the wipe down portion of the cleanup will take as much time as the floor work. This is often underestimated.
- Security in the summer is always a concern! Check for open windows and doors before leaving the building. Inform any school personnel that are present when you are leaving. Keep entrances locked when we are the only ones in the building.
- One week prior to teachers repotting everything should be complete and the rooms inspected for readiness. Light dusting may again be required. Be sure furniture is set in proper place and trash cans have clean liners in them.
- Remember that teachers start coming back BEFORE the date they are supposed to return. They will be in your way and putting pressure on you if you are not finished with their room. Another consideration is that many teachers will begin making a daily mess in their room as they begin to set up for the school year.

„Therefore, any work AFTER August should be planned for second shift.

SUMMER CLEANING PROCEDURE

1. Move furniture from classroom to hallway. Be sure to diagram the room on the chalkboard so the room will be set up as it was prior to cleanup.
2. If the room is large, you may move furniture to one side of the room rather than the hallway. In this case, move all furniture to the exit side of the room stacked as close to the wall as possible. After approximately Three-quarters Of the room has been completely finished, move furniture back to the original position and complete the unfinished portion of the room on the exit side of the room.
3. Clean light fixtures. Drop the light cover and dust out bugs and debris. Wipe with surface cleaner if necessary.
4. Clean HVAC ceiling vent covers. Dust with feather duster or broom and wipe clean if necessary with surface cleaner.
5. Wash walls and chalkboards as necessary. Be careful not to over wet chalkboards. Use dry erase cleaner for white wallboards. Empty pencil sharpeners.

- 6 Strip and wax floors or clean carpet. If room has both tile and carpet, complete the tile areas first and the carpeted areas last. VCT should be stripped with black pad and refinished with no less than 4 coats of finish.
Be sure that corners and baseboards are clean and well defined, IMPORTANT do not finish the first foot or so immediately inside the entrance door leading out to the hallway. This should be left stripped with no finish until the hallway has been completed and you are finishing the hallway. Old 9" asphalt tile (normally colored a dark red, beige or green) should not be stripped. Use a general purpose cleaner and a scrub pad on these floors. As finality, burnish the floors after finishing before replacing the furniture so the finish will be hardened and at a high gloss.
- 7 In classroom carpet cleaning, be sure to first- vacuum, second- edge vacuum and third- remove all gum on carpet. Pre-spray all carpet spots and work the spot out using the correct method, Extract or bonnet carpet per the requirements of the contract.
- 8 If Classroom has a restroom, complete this before finishing floors.
- 9 Clean furniture as you move it back to its original position. Be sure to remove gum from underneath desk and wipe down the surfaces with General Purpose cleaner. Be careful to mix properly so you do not have a residue left on the surface after drying. Replace trash can liners.
- 10 Complete all classrooms, offices, libraries and other side rooms.
 - 1.1 Restrooms should be detail cleaned from top to bottom before scrubbing the floors. Clean ceiling vents, light fixtures and wash walls. Wall washing may be done by using a deck brush with a surface cleaner mixture and a water hose to rinse with. Clean the sinks, toilets and urinals using normal cleaning procedure. Wipe clean the mirrors and paper dispensers. Lastly, flood the floor with cleaning solution and machine scrub with a nylon grit brush. Be careful to scrub brush around the corners and edges and under commodes. Flood, rinse and squeegee down the floor drain. Rinse with clean water. Wipe clean all baseboards. This procedure assumes a ceramic tile floor and painted block walls. If the walls are dry board or the floors are VCT then clean walls and floors as you would in a classroom.
- 12 Hallways and common areas should be completed last. Starting at the furthest point and working toward the exit. Begin by cleaning the light fixtures and washing walls, locker tops and other hallway surfaces. Clean entrance mats and place inside an open space to dry. Strip and refinish the hallway floors the same as the classrooms. As you bring down the hallways be sure to scrub out the janitors closets. You may need to put more than 4 coats of finish on the hallway floors. Be sure to have open all entrance doors leading into the hallway so the stripper will not run underneath and dry a classroom floor. After rinsing well, you will finish

the floor by edging first and into the classrooms and then using the figure eight method bring the finish down the hall to your final exit.

- 13 Clean all windows inside and out. This is best done toward the end of the cleanup and on overcast days. Do not clean the windows on the sunny side of the building or you will have streaking. Use a tucker pole for multistoried buildings.
- 14 Athletic areas will vary from school to school. Particularly in the High Schools, you will need to coordinate with the Athletic Director or Principal what activities will be going on over the summer. Many gyms are used all summer. Scrub out Locker Rooms the same as you do your restrooms. Bidder can provide wooden gym floor and bleacher refinishing as an optional service to your school district*